

Republic of the Philippines
Province of Samar
Municipality of Sta. Margarita
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant position, which is authorized to be filled, at the Municipal Government of Sta. Margarita, Samar
in the CSC website:


HAZEL E. CAMARINES
Administrative Officer IV/HRMO II
Date: February 1, 2019

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Aide I (Utility Worker I) <i>*Anticipated vacancy</i>	AAIUW-SBO2018	1	8,301.00	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III)		Office of the Vice Mayor (Sta. Margarita, Samar)

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than February 18, 2019.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Performance rating **in the last rating period** (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

HON. SIMPLICIO D. GALIBO, JR.
Municipal Vice Mayor
LGU-Sta. Margarita, National Highway, Brgy.
Monbon, Sta. Margarita, Samar

Thru:

HAZEL E. CAMARINES
Administrative Officer IV (HRMO II)
Human Resource Mgmt. Office, LGU-Sta. Margarita, National
Highway, Brgy. Monbon, Sta. Margarita, Samar

[Email Add: lgusmhrmo@gmail.com](mailto:lgusmhrmo@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.